

**5/15/2008 LIBRARY BUILDING COMMITTEE**

**REGULAR MEETING MINUTES**

**TAKEN BY: LISA RABIDEAU, LBC CLERK**

**MINUTES APPROVED ON JUNE 3, 2008**

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**DATE: Thursday, May 15, 2008**

**TIME: 6:30 pm**

**PLACE: Jesse M. Smith Memorial Library, 100 Tinkham Lane,  
Harrisville, RI**

**MEMBERS PRESENT: David Ketcham, James Moran, Victor  
Antoniello, Robert Martel, Michael Magnan, G. Wayne Miller**

**MEMBERS ABSENT: Christopher Blakely**

**OTHERS PRESENT: Sandra Mundy, JMS Librarian; Daniel Joubert,  
Clerk of the Works**

**CALL TO ORDER: Meeting was called to order by Victor Antoniello  
at 6:30 p.m.**

**1. PREVIOUS MINUTES**

**That the question of accepting the minutes of April 9, 2008 (regular  
meeting) and the question of dispensing with the reading of said  
minutes now be taken up.**

**Noted that in the MEMBERS ABSENT section, "James Moran" should  
have read "Michael Magnan".**

**VOTED: To ACCEPT the minutes of the April 9, 2008 (regular meeting) as amended. MOTION BY: James Moran SECONDED: David Ketcham THOSE VOTING FOR THE MOTION: David Ketcham, James Moran, Victor Antoniello, Robert Martel, Michael Magnan, Wayne Miller VOTING AGAINST: none**

## **2. UNFINISHED BUSINESS**

**LBC-365 Discuss and take action on additional Clerk of the Works services.**

**Discussion included bid for signpost at East Avenue side (need third bid). Dan Joubert would like Vic Antoniello to verbally approve weekly invoices as they are completed.**

**VOTED: To allow Victor Antoniello to verbally approve weekly invoices from Daniel Joubert. MOTION BY: David Ketcham SECONDED: James Moran THOSE VOTING FOR THE MOTION: David Ketcham, James Moran, Victor Antoniello, Robert Martel, Michael Magnan, Wayne Miller VOTING AGAINST: none**

**LBC-366 Discuss and take action on additional heating oil purchase.**

**VOTED: To TABLE to next meeting. MOTION BY: David Ketcham SECONDED: James Moran THOSE VOTING FOR THE MOTION: David Ketcham, James Moran, Victor Antoniello, Robert Martel, Michael Magnan, Wayne Miller VOTING AGAINST: none**

## **3. NEW BUSINESS**

**LBC-385 Discuss and take action on copier bid from Core Business Technologies.**

**The committee was in agreement that the cost of the coin collector**

for the copier was very high. Because the committee previously approved \$8500 for copiers, Sandra could go ahead and order the copiers themselves. She will look into other options for coin collector mechanism and an item will be placed on the next agenda for discussion...

#### **NO ACTION TAKEN**

**LBC-386 Discuss and take action on request from Dan Joubert regarding equipment.\***

**\* NOTE THAT QUOTE SUBMITTED IS FOR A TOTAL OF \$2710 FROM NORFOLK POWER EQUIPMENT AND INCLUDES A TRIMMER, HAND-HELD BLOWER, FULL-SIZED SNOW BLOWER, AND WINTER TOP.**

**Vic Antonello stated that he feels the town should provide this equipment. There was discussion as to whose responsibility this equipment should be as well as whether any of the items listed should be sent for bid.**

**VOTED: To APPROVE quote as written pending approval from finance director. MOTION BY: David Ketcham SECONDED: James Moran THOSE VOTING FOR THE MOTION: David Ketcham, James Moran, Victor Antonello, Robert Martel, Michael Magnan, Wayne Miller VOTING AGAINST: none**

**LBC-387 Discuss and take action on bids for outside storage building.**

**It was determined that there should be a minimum of three bids for this.**

**VOTED: To TABLE to next meeting. MOTION BY: Robert Martel**

**SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: David Ketcham, James Moran, Victor Antonello, Robert Martel, Michael Magnan, Wayne Miller VOTING AGAINST: none**

#### **4. INVOICES & EXPENSES**

**LBC-388 Discuss and take action on confirming Vic Antonello's verbal approval of INVOICE #206 from The UPS Store (dated 4/1/2008) in the amount of \$109.50 for grand opening invitations.**

**VOTED: To CONFIRM as written. MOTION BY: David Ketcham**

**SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: David Ketcham, James Moran, Victor Antonello, Robert Martel, Michael Magnan, Wayne Miller VOTING AGAINST: none**

**LBC-389 Discuss and take action on confirming Vic Antonello's verbal approval of INVOICE #57025 from Ocean State Janitorial Services (dated 3/31/2008) in the amount of \$1296 for janitorial services/final cleaning.**

**VOTED: To CONFIRM as written. MOTION BY: James Moran**

**SECONDED: David Ketcham THOSE VOTING FOR THE MOTION: David Ketcham, James Moran, Victor Antonello, Robert Martel, Michael Magnan, Wayne Miller VOTING AGAINST: none**

**LBC-390 Discuss and take action on INVOICE from Millhouse Restaurant in the amount of \$687.50 for catering services at grand opening.**

**VOTED: To PAY INVOICE as written. MOTION BY: David Ketcham**  
**SECONDED: James Moran THOSE VOTING FOR THE MOTION:**  
**David Ketcham, James Moran, Victor Antoniello, Robert Martel,**  
**Michael Magnan, Wayne Miller VOTING AGAINST: none**  
**LBC-391 Discuss and take action on INVOICE #210 (dated 4/17/2008)**  
**from The UPS Store in the amount of \$200 for programs for grand**  
**opening.**

**VOTED: To PAY INVOICE as written. MOTION BY: James Moran**  
**SECONDED: Robert Martel THOSE VOTING FOR THE MOTION:**  
**David Ketcham, James Moran, Victor Antoniello, Robert Martel,**  
**Michael Magnan, Wayne Miller VOTING AGAINST: none**  
**LBC-392 Discuss and take action on INVOICE #2211 (dated 4/10/2008)**  
**from J.A. Fusco Design, Ltd. in the amount of \$300 for grand opening**  
**program and invitation design.**

**VOTED: To PAY INVOICE as written. MOTION BY: James Moran**  
**SECONDED: Robert Martel THOSE VOTING FOR THE MOTION:**  
**David Ketcham, James Moran, Victor Antoniello, Robert Martel,**  
**Michael Magnan, Wayne Miller VOTING AGAINST: none**  
**LBC-393 Discuss and take action on NOTICE (dated 4/30/2008) from**  
**the Harrisville Post Office in the amount of \$28 for 6-month renewal of**  
**LBC post office box.**

**VOTED: To REJECT INVOICE as written. MOTION BY: James Moran**  
**SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:**  
**David Ketcham, James Moran, Victor Antoniello, Robert Martel,**  
**Michael Magnan, Wayne Miller VOTING AGAINST: none**

**LBC-394 Discuss and take action on INVOICE #73811(dated 4/10/2008)**

from Shanix, Inc. in the amount of \$7840.50 for video surveillance equipment.

**VOTED: To PAY INVOICE as written. MOTION BY: James Moran**

**SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:**

**David Ketcham, James Moran, Victor Antoniello, Robert Martel, Michael Magnan, Wayne Miller VOTING AGAINST: none**

**LBC-395 Discuss and take action on INVOICE #5310 (dated 2/20/2008 – received 4/29/2008) from PSI-NESP in the amount of \$12,000 for shelving.**

**VOTED: To PAY INVOICE as written. MOTION BY: James Moran**

**SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:**

**David Ketcham, James Moran, Victor Antoniello, Robert Martel, Michael Magnan, Wayne Miller VOTING AGAINST: none**

**LBC-396 Discuss and take action on INVOICE #3 (dated 4/21/2008) from Daniel Joubert in the amount of \$905 for hourly services 4/14 – 4/18/2008.**

**Vic Antoniello expressed concern with the format of the invoices submitted by Dan Joubert. It was determined that Dan Joubert will adjust the format of invoices to reflect suggestions of committee and will resubmit all.**

**VOTED: To REJECT INVOICE as written. MOTION BY: Wayne Miller**

**SECONDED: Robert Martel THOSE VOTING FOR THE MOTION:**

**David Ketcham, James Moran, Victor Antoniello, Robert Martel, Michael Magnan, Wayne Miller VOTING AGAINST: none**

**LBC-397 Discuss and take action on INVOICE #4 (dated 4/21/2008)**

from Daniel Joubert in the amount of \$680 for hourly services 4/7 – 4/12/2008.

**VOTED: To REJECT INVOICE as written. MOTION BY: Wayne Miller**

**SECONDED: Robert Martel THOSE VOTING FOR THE MOTION: David Ketcham, James Moran, Victor Antoniello, Robert Martel, Michael Magnan, Wayne Miller VOTING AGAINST: none**

**LBC-398 Discuss and take action on INVOICE #5 (dated 4/27/2008) from Daniel Joubert in the amount of \$930 for hourly services 4/20 – 4/26/2008.**

**VOTED: To REJECT INVOICE as written. MOTION BY: Wayne Miller**

**SECONDED: Robert Martel THOSE VOTING FOR THE MOTION: David Ketcham, James Moran, Victor Antoniello, Robert Martel, Michael Magnan, Wayne Miller VOTING AGAINST: none**

**LBC-399 Discuss and take action on INVOICES #8 & #9 (dated 5-11-08) from Daniel Joubert in the total amount of \$460 for hourly services 4/28 – 5/11/2008.**

**VOTED: To REJECT INVOICE as written. MOTION BY: Wayne Miller**

**SECONDED: Robert Martel THOSE VOTING FOR THE MOTION: David Ketcham, James Moran, Victor Antoniello, Robert Martel, Michael Magnan, Wayne Miller VOTING AGAINST: none**

**LBC-400 Discuss and take action on INVOICE #6207 (dated 4/10/2008) from American Tele-Connect Services, Inc. in the amount of \$877.50 final installation of telephone system.**

**There were questions as to legitimacy of an item on this invoice and it was determined that the town MIS department should check into this.**

**Invoice should be resubmitted by American Tele-Connect with items**

clarified.

**VOTED: To REJECT INVOICE as written. MOTION BY: Wayne Miller**

**SECONDED: James Moran THOSE VOTING FOR THE MOTION:  
David Ketcham, James Moran, Victor Antoniello, Robert Martel,  
Michael Magnan, Wayne Miller VOTING AGAINST: none**

**LBC-401 Discuss and take action on INVOICE #44 from Lisa Rabideau  
(dated 4/13/2008) in the amount of \$540.02 for clerk services.**

**VOTED: To PAY INVOICE as written. MOTION BY: James Moran**

**SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION:  
David Ketcham, James Moran, Victor Antoniello, Robert Martel,  
Michael Magnan, Wayne Miller VOTING AGAINST: none**

**LBC-402 Discuss and take action on INVOICE #45 from Lisa Rabideau  
(dated 4/27/2008) in the amount of \$220.36 for clerk services.**

**VOTED: To PAY INVOICE as written. MOTION BY: James Moran**

**SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION:  
David Ketcham, James Moran, Victor Antoniello, Robert Martel,  
Michael Magnan, Wayne Miller VOTING AGAINST: none**

**LBC-403 Discuss and take action on INVOICE #46 from Lisa Rabideau  
(dated 5/11/2008) in the amount of \$474.63 for clerk services.**

**VOTED: To PAY INVOICE as written. MOTION BY: James Moran**

**SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:  
David Ketcham, James Moran, Victor Antoniello, Robert Martel,  
Michael Magnan, Wayne Miller VOTING AGAINST: none**

**LBC-404 Discuss and take action on INVOICE #3 (dated 4/18/2008)  
from Graphic Designers in the amount of \$4849 for signage/final**

**billing.**

**VOTED: To PAY INVOICE as written. MOTION BY: Robert Martel**

**SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:**

**David Ketcham, James Moran, Victor Antonello, Robert Martel, Michael Magnan, Wayne Miller VOTING AGAINST: none**

**LBC-405 Discuss and take action on REIMBURSEMENT REQUEST (dated 5/6/2008) from Sandra Mundy in the amount of \$16,388.31 for multiple items purchased.**

**VOTED: To APPROVE REIMBURSEMENT as written. MOTION BY:**

**David Ketcham SECONDED: James Moran THOSE VOTING FOR**

**THE MOTION: David Ketcham, James Moran, Victor Antonello, Robert Martel, Michael Magnan, Wayne Miller VOTING AGAINST:**

**none**

**LBC-406 Discuss and take action on GENERAL CONTRACTOR'S REQUISITION #19 (dated 4/30/2008) from E.W. Burman, Inc. in the amount of \$17,598 for contractor services. (Note that last page is a copy of Retainage Reduction Letter included with invoice)**

**VOTED: To PAY INVOICE as written. MOTION BY: David Ketcham**

**SECONDED: James Moran THOSE VOTING FOR THE MOTION:**

**David Ketcham, James Moran, Victor Antonello, Robert Martel, Michael Magnan, Wayne Miller VOTING AGAINST: none**

**LBC-407 Discuss and take action on INVOICE #72082913 (dated 3/3/2008) from Simplex Grinnell of \$717.50 for fire alarm testing.**

**VOTED: To PAY INVOICE as written. MOTION BY: David Ketcham**

**SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION:**

**David Ketcham, James Moran, Victor Antonello, Robert Martel,**

**Michael Magnan, Wayne Miller VOTING AGAINST: none**

## **5. CHANGE ORDERS**

**NONE**

## **6. REPORTS**

**A. ARCHITECT NOT HERE**

**B. CLERK OF THE WORKS NONE**

**C. GENERAL CONTRACTOR NOT HERE**

**D. ENVIRONMENTAL CONTRACTOR NOT HERE**

**E. PLANNING DEPARTMENT NOT HERE**

**F. LIBRARY ADMINISTRATION**

**Sandra discussed the OLIS audit procedure and inquired as to whether the committee needs to vote on this to set it up. Determined that it is a simple scheduling issue and no action by the LBC will be needed.**

**G. LIBRARY FUNDRAISING COMMITTEE NONE**

**8:04 p.m. It is noted that G. Wayne Miller was excused from the meeting at this point.**

**H. BUDGET UPDATE NONE**

## **7. CORRESPONDENCE/COMMUNICATIONS**

**A. REQUEST(S) FOR INFORMATION TO BE RECEIVED NONE**

**B. REVIEW AND ACT ON CORRESPONDENCE/COMMUNICATIONS**

**1) Letter (dated 4/9/08) from Vic Antoniello to Sandra Mundy presenting the book of essays submitted for the contest.**

**2) Letter (dated 4/9/08) from Vic Antoniello to Areanna Brown congratulating her on her winning essay.**

**3) Letter (dated 4/11/08) from Burrillville Sewer Commission to Catalano Construction returning a balance owed for sewer work.**

**VOTED: To RECEIVE AND FILE all. MOTION BY: James Moran**

**SECONDED: Robert Martel THOSE VOTING FOR THE MOTION:**

**David Ketcham, James Moran, Victor Antoniello, Robert Martel, Michael Magnan, VOTING AGAINST: none**

**8. GENERAL DISCUSSION OF PROJECT**

**Discussion as to when the last meeting of the LBC should take place. It was also determined that, due to upcoming OLIS audit, there should be a meeting in two weeks to clear up some outstanding invoices. Next meeting set for Wednesday, May 28th at 6:30 p.m.**

**9. THIS MEETING WAS ADJOURNED AT 8:11 PM**

**VOTED: To ADJOURN. MOTION BY: James Moran SECONDED:**

**David Ketcham THOSE VOTING FOR THE MOTION: David Ketcham, James Moran, Victor Antoniello, Robert Martel, Michael Magnan VOTING AGAINST: none**

**MINUTES**

**CERTIFIED**

**BY:**

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**Lisa Rabideau, Clerk to LBC Date**

**MINUTES**

**APPROVED:**

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**Victor Antonello, LBC Chairman Date**